



City of Lemon Grove

Invites Applications for:

PLANNING INTERN

\$15.00 per hour

THE POSITION:

Under supervision, a **Planning Intern** provides general administrative support to the Planning Division of the Community Development Department while gaining knowledge of current and advance planning, code enforcement, and other functions in a municipal planning agency. **There is currently one (1) vacancy in the Community Development Department.**

Primary duties and responsibilities include, but are not limited to: learning the City's development application review process and learning to review applications for completeness; performing preliminary review of and/or assisting with processing minor planning permits; serving as first point of public contact for the Planning and Zoning Division; preparing maps using GIS, preparing graphics, and assisting Planning staff with assembling documentation for projects and presentations and public noticing; participating in a variety of special projects as assigned; conducting surveys, gathering data, and performing research; preparing general correspondence and reports as well as statistical reports; performing general clerical duties, including filing, typing, copying, verifying information, and data input; assisting in public outreach events; and performing other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree from an accredited college or university with major course work in land-use, urban or regional planning urban design, landscape architecture, issued within the past one (1) year or a current college or university student in their junior or senior year; and a valid Class C California driver's license. No prior work experience in the planning field is required.

The ideal candidate will possess knowledge of principles and practices of urban planning, and researching techniques in the field of urban planning.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by 5:00 p.m., Monday, November 15, 2021. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting). All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

10/13/21-Rev.

The City of Lemon Grove is an EEO/AA/ADA employer.
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